



August 2006

County Women's Network

NEWS

Networking Enhances Women's Success

Why Mentoring Works

You have big plans for your career. You want more recognition. You know where you want to go — you just don't know how to get there.

Most of us cannot afford a "career coach". Mentoring is a process of sharing experiences and exchanging information. It also develops long-term relationships and insights for leadership. According to the non-profit organization, Network of Executive Women (NEW), mentoring benefits the company, the mentor and the person being mentored. Here are some highlights of what they discovered:

Benefits the Organization

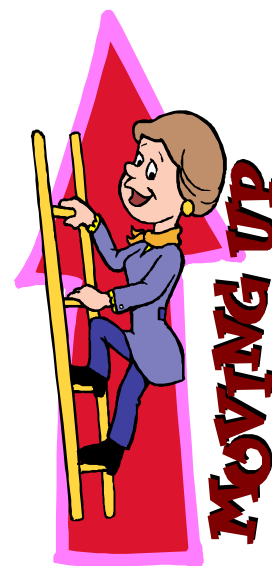
- Improves productivity
- Enhances professional development
- Links employees with valuable knowledge from an external perspective

Benefits for the Mentor

- Broadens the network of industry contacts
- Enhances leadership and communication skills
- Provides connection to emerging leaders
- Re-energizes the mentor's career

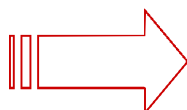
Benefits for the Protégé

- Learns from the mentor's expertise
- Receives critical feedback in key areas such as communication, interpersonal relationships and leadership skills
- Enhances the ability to network
- Gains knowledge critical for success
- Learns specific skills and knowledge, relevant to professional and personal goals



In this issue

Mentoring Graduation Photos	2
Board Member Profile Calendar, etc	3
Region Update Promoting me	4
Major League Rules Mentoring Memories Board Profile	5
Monthly Trivia New 2006-2007 Board	6
Metrolink Happenings	7
CWN Crossword	9
New Membership Application	10
Mentor and Protégé Applications	11



Deadline to apply for the CWN Mentoring Program is Tuesday, August 15. If you have been thinking of applying, now is the time. Mentor and Protégé Applications are attached to this newsletter.

Do You Network?

Yes, we attend the monthly meetings. Yes, we bring a friend once and a while. Yes, we read the newsletter. BUT — when you attend the monthly meetings, are you taking full advantage of your opportunities? Huh? You say. Keep in mind that the monthly meetings are also an opportunity for you to meet members from other departments. This means

that you must go out of your comfort zone and meet someone new. This is one of the goals of CWN. So, if you attend the monthly meeting with other members from your office, or always sit with old co-workers, —that's great! But, you can go farther.

I challenge you to meet someone new this month. You may just

have something in common. Try it!

If you've met my challenge, I want to hear about it and encourage others to do the same. E-mail your experience to cwn.newsletter@yahoo.com with "Comfort Zone" in the subject line.

Mentoring Graduation 2006



Profile ~ Jessie Burr, Director of Mentoring (1st Position)

Hi! I'm Jessie Burr and I'm excited to begin my second year as a CWN Director of Mentoring.

I began my employment with San Bernardino County in 1984, as a Clerk II. I have been an Eligibility Worker, an Eligibility Worker Supervisor and for the past 14 years, a Staff Training Instructor for the Performance, Education and Resource Center. I am also a trainer for UC Davis Extension - Center for Human Services.

I have been a member of CWN for a number of years and my experience last

year as a Director of Mentoring was very rewarding. It's a pleasure and an honor to be able to help lead a program that our CWN members can participate in to help themselves grow both personally and professionally.

Mentoring is just one of the ways that CWN promotes women and I am very pleased to be part of this organization. I'm looking forward to a great year!

If you are interested in becoming a protégé or mentor for next year's program, contact me or Jane Adams to sign up.

Reminder!

Have you renewed your CWN membership?

There are now two options ~ a one-year or a two-year membership.

A membership application is attached to this newsletter.

Do you attend the monthly meetings alone? This a perfect opportunity to invite a friend to join CWN.

August 2006

Celebrate the Date ~ August 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Send in your membership renewal	5
6	7	8	9	10	11	12
13	14 Deadline for monthly TRIVIA contest	15 Mentoring Program application deadline	16 CWN Monthly Meeting	17	18	19
20	21 Did you network on the 16th?	22	23	24	25 Deadline to submit CWN articles	26
27	28	29	30	31		

- 3rd ~ Friendship Day
- 8th ~ Refrigerator Day (commemorating its patent in 1899)
- 13th ~ Lefthander's Day
- 17th ~ Davy Crockett Day (born this day in 1786)
- 20th ~ Lemonade Day (invention of lemonade in Paris in 1630)
- 24th ~ Waffle Day (the anniversary of the 1869 waffle iron patent)

CWN ~ West Valley Region

After their July 25, 2006 meeting entitled ***“How to Avoid Taxes while Saving for Retirement”*** the CWN West Valley Region Planning Committee are back at it and busily planning their next quarterly meetings in October and January.

We're looking forward to what the West Valley has in store for it's members.

The Planning Committee consists of Kathy Marshall, Edna Grove, Jill Gallagher, Andrea Starwas, Monica Rodriguez and Mary Warren.

Thank you for your hard work and dedication!

If you would like materials from their July meeting, please e-mail one of the committee members listed above.

CWN ~ Desert Region

Calling all desert region members! If you are interested in helping plan upcoming desert meetings or have ideas for speakers and/or programs, contact Jo-Ann Burns at burnsj@hss.sbcounty.gov.

Additionally, if you have co-workers you know would benefit from a CWN membership, this is the time to join! Pass along an application or direct them to our website www.sbcounty.gov/cwn. If they haven't been to a meeting, bring them along!

Special thanks to Angela Grisafe-De La Rosa for stepping in to help with the Mentoring Graduation and Board Installation Ceremony.

We appreciate all your hard work. That's what teamwork is all about.

** Scholarship Recipients **



“PROMOTING ME”

Congratulations to the following CWN members on their recent accomplishments

- 👉 Marisela Hogan for graduating on June 3 with a BS in Human Services.
- 👉 Emily Danner for her promotion to a Staff Analyst II with the Department of Behavioral Health.

- 👉 Marlene Goodall for her promotion to a Staff Analyst II with the Probation Department (Administrative Services)

- 👉 Cindi Tamez for her promotion to Deputy Director for TAD.

- 👉 Patricia Cole for her promotion to Deputy Administrative Officer with the Economic Development Agency's Administration



Major League Rules for Work

When summer is here, many people have only one thing on their mind: baseball! While baseball and work may seem totally unrelated, there are actually many similarities that you can apply on the job. Think about it—whether you're a player on the field or at work, both require hard work and dedication; both rely on teams that work well together; and both have solid and talented "All Stars". Check out the following tips:

- ◆ **Put yourself through spring training.** Sharpen your skills, learn a new skill, take a class or become educated. CWN offers scholarships to help you pay for the class.

- ◆ **Step up to the plate.** Be proactive. The best employees are eager to take on tough assignments, welcome new challenges and are not afraid of hard work. Doing so will demonstrate your dedication and commitment to the whole team.

- ◆ **Don't be afraid to dive for the ball.** Are you afraid to talk in meetings? Have confidence in your knowledge and ideas and speak up.

- ◆ **Back up your teammates.** Ground balls that roll through the legs of an infielder are almost always picked up by an outfielder

who is covering his back. Make sure you back up your colleagues in the same way.

- ◆ **Don't get discouraged by a strikeout.** In baseball, you have to learn to take your outs and strive for the next base hit. The workplace is the same. Real workplace winners learn from mistakes and use challenges to make themselves better.

- ◆ **Knock it out of the park.** Sometimes to be the All-Star, you must hit big. Go above and beyond. Put in the extra effort. Just make sure that, whatever your task at work is, you give 110%, just like a real All-Star.

Mentoring Memories

Were you a protégé or mentor in one of the many graduating classes? If you are, I'm sure you remember all the hard work, the homework and all the meetings — but do you stay in touch with your circle-mates?

Keep in mind that just because you've graduated, you still should stay in touch with one another. Why? To reinforce what you've learned and to help each of you stay on the right track, whether professionally or personally.

Why not get together for lunch some day to catch up? If a weekday won't work, why not on a Saturday afternoon? Check out the attached Metrolink Schedule for ideas. Meanwhile, make that phone call, or send out an e-mail soon. You'll be glad that you did.



Profile ~ Jane Adams, Director of Mentoring (2nd Position)

My name is Jane Adams and I am the 2nd Director of Mentoring for 2006-2007. I have been a member of CWN since 2003.

It was through the help of mentors in my personal and business life that I have accomplished what I have in both my career and in my personal life.

It is for these reasons that I am passionate about the Mentoring Program that the County Women's Network offers. It is a great opportunity and I hope many of you will take advantage of it. Deadline to apply is August 15.

I have worked for San Bernardino County for 21 years. I started my

career in Riverside County as a Clerk II over 32 years ago. I am currently a Deputy Director in the Department of Aging and Adult Services. I hope that this year will be a very successful year for CWN and that many of you will be able to grow professionally and personally through your affiliation with CWN.

CONTACT US

Melonee Vartanian, President
cwnprez@yahoo.com

Alvina Hollensbe, Director of Publicity
cwn.newsletter@yahoo.com

Membership:

Chris Garcia, cgarcia@jesd.sbcounty.gov
Kimberly Brown, brownk@hss.sbcounty.gov

Programs:

Lynda Matejka, lmatejka@hss.sbcounty.gov
Michelle Brass, mbrass@dbh.sbcounty.gov



Moved or have an e-mail addresses change?
Contact MEMBERSHIP to update our records

~ Get to know your Organization ~

Each month there will be a trivia question about CWN in the monthly newsletter. If you know the answer to the question, e-mail your answer to cwn.newsletter@yahoo.com by August 14, 2006 with "TRIVIA" in the subject line.

The first member with the correct answer wins!! Winner announced at the August meeting. Must be present to win.

If there is more than one correct answer submitted, a drawing will be held among those members submitting the correct answer to determine a winner.

A coupon for a free Starbucks beverage is the prize!

August Trivia Question

Who designed the CWN lapel pin?

**July Trivia Answer:
Registrar of Voters**

Congratulations!

2006/2007 Board of Directors



L to R: (back row) Diana Alexander, Alvina Hollensbe, Denise McGovern, Chris Garcia, Melonee Vartanian, Julie Summers, Kimberly Brown, Jessie Burr and Jo-Ann Burns;
L to R (front row) Michelle Brass, Lynda Matejka, Terri Conklin, Jane Adams, Bobbi Albano, Andi Wagner and Kathy Marshall.

Metrolink Weekends

Opening the doors to new adventures

Governments
SANBAG
Working Together



50% off!

Regular weekday fares

Saturday:

Lunch in Oceanside

Starting July 15th

on the **Inland Empire-Orange County Line**, you can open the doors to new adventures with **Metrolink Weekends™**. This permanent year round service replaces the previous *Summer Link* and *Beach Train* service. Now you can enjoy weekend entertainment, family activities, shopping and dining throughout the year without the traffic and parking hassles. Just hop aboard a comfortable Metrolink train on Saturday or Sunday and let the adventures begin! **Metrolink Weekends™** aren't just a special one-time event – and the best part, you'll save 50% off the regular weekday ticket price. Now all weekends will be **Metrolink Weekends™**.

What can you do on a Metrolink Weekend?

You can turn an ordinary weekend into an extraordinary adventure with a little help from Metrolink. Travel hassle-free to a variety of new locations with a trainload of entertainment, shopping and dining possibilities.



- Take a short walk from the station and visit the "jewel of the missions" and the historic Los Rios District in San Juan Capistrano.
- Looking for that prized antique? Stroll from the Orange station into Old Towne Orange and visit over 700 dealers of antiques, collectibles and art.
- Go to Disneyland and avoid the traffic and parking! Gather up the kids and head to the Magic Kingdom, ART buses connect at the Orange station.
- Strike up a bit of romance with that someone special with an afternoon at the San Clemente Pier.
- Take your bike off the beaten track and visit the Laguna Niguel Botanical Preserve. Later, grab a bite to eat at The Shops at Mission Viejo.
- Take the kids and enjoy over 100 hands-on exhibits and live science shows at the Discovery Science Center in Santa Ana.
- Visit friends and family without the hassle and expense of driving, just sit back, relax and enjoy the ride.
- Surf's up! Head to San Clemente or Oceanside to catch some waves or work on that tan. Use sunscreen!
- Stop by North Main Corona and rock out at the Fender Museum. Then do lunch at one of the nearby restaurants.
- Go on a "shop till you drop" shopping spree at The Spectrum in Irvine.



Your weekend is arriving.

www.metrolinkweekends.com

For further information contact Metrolink at 1-800-371-LINK(5465)

WHERE TO GO WHAT TO DO



When	What	Where
July 15-16	San Clemente Ocean Festival	San Clemente
July 10-16	Surfing America USA Surfing Championship	Oceanside
July 30	Jazz at the Beach	Oceanside
August 5	Antique Car Show	Santa Ana
August 5	Mariachi Festival	San Juan Capistrano
August 6	San Clemente Village Art Fair	San Clemente
August 12	Right to Rock Free	Oceanside
August 13	San Clemente Street Fair & Fiesta	San Clemente
August 19-20	San Clemente Art Association Art & Crafts Fair	San Clemente
August 17-20	Long Board Surfing Club Contest and Beach Festival	San Clemente
August 26	Zoofari	Santa Ana
August 27	World Bodysurfing Championship	Oceanside
September 2	Celebrity Concert	San Juan Capistrano
September 2-4	Orange International Street Fair	Orange
October 8	San Clemente Sea Fest & Chowder Cook Off	San Clemente

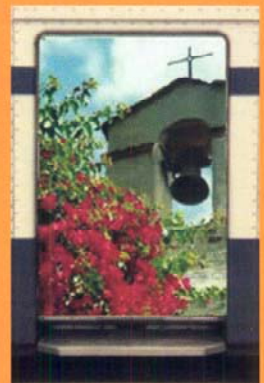
Make Plans with Metrolink Weekends™ FREE Fun Guide

Receive your FREE Fun Guide by visiting www.metrolinkweekends.com or inquire at participating Metrolink stations starting June 3rd. It's jam-packed with great ideas for entertaining and historic places to visit in Orange County, Los Angeles and the Inland Empire, all within reach of the Metrolink Weekends™ service. Plus, save money when you're having fun. Look for shop and restaurant discounts, just show your Metrolink Weekends™ ticket and save!

SCHEDULE

From San Bernardino				From Oceanside			
STATION	857 Sat/Sun	859 Sat/Sun	861 Sat	STATION	856 Sat	858 Sat/Sun	860 Sat/Sun
San Bernardino	7:30a	8:55a	--	Oceanside	7:45a	2:50p	4:30p
Riverside Downtown	7:50a	9:15a	6:05p	San Clemente Pier	8:03a	3:09p	4:49p
La Sierra	8:01a	9:26a	6:15p	San Clemente	8:06a	3:14p	4:54p
North Main Corona	8:10a	9:35a	6:22p	San Juan Capistrano	8:15a	3:23p	5:03p
West Corona	8:17a	9:42a	6:29p	Laguna Niguel	8:20a	3:28p	5:08p
Anaheim Canyon	8:36a	10:01a	6:48p	Irvine	8:29a	3:37p	5:17p
Orange	8:43a	10:08a	6:55p	Tustin	8:35a	3:43p	5:23p
Santa Ana	8:48a	10:13a	7:00p	Santa Ana	8:41a	3:50p	5:30p
Tustin	8:54a	10:19a	7:06p	Orange	8:46a	3:55p	5:35p
Irvine	9:01a	10:26a	7:13p	Anaheim Canyon	8:53a	4:02p	5:42p
Laguna Niguel	9:10a	10:35a	7:22p	West Corona	L9:12a	L4:22p	L6:02p
San Juan Capistrano	L9:16a	L10:41a	L7:27p	North Main Corona	L9:18a	L4:29p	L6:09p
San Clemente	L9:26a	L10:51a	L7:36p	La Sierra	L9:26a	L4:38p	L6:18p
San Clemente Pier	L9:31a	L10:56a	L7:39p	Riverside Downtown	9:50a	L4:49p	L6:29p
Oceanside	10:01a	11:21a	8:12p	San Bernardino	--	5:20p	7:00p

L: Train may leave up to 5 minutes ahead of schedule.



*Sunday:
Go on a mission.*

ROUNDTRIP FARES

Valid through December 31, 2006

	Orange (Anaheim)	Santa Ana	Tustin	Irvine	Laguna Niguel Mission Viejo	San Juan Capistrano	San Clemente	Oceanside
San Bernardino	\$8.00	\$9.00	\$9.00	\$9.00	\$10.50	\$10.50	\$11.50	\$11.75
Riverside	\$6.75	\$7.75	\$7.75	\$7.75	\$9.00	\$9.00	\$10.50	\$11.50
La Sierra	\$6.50	\$7.50	\$7.50	\$7.50	\$8.75	\$9.00	\$10.25	\$11.00
North Main Corona	\$5.25	\$6.50	\$6.50	\$6.50	\$7.75	\$7.75	\$9.00	\$10.75
West Corona	\$5.25	\$6.50	\$6.50	\$6.50	\$7.50	\$7.75	\$8.75	\$10.50

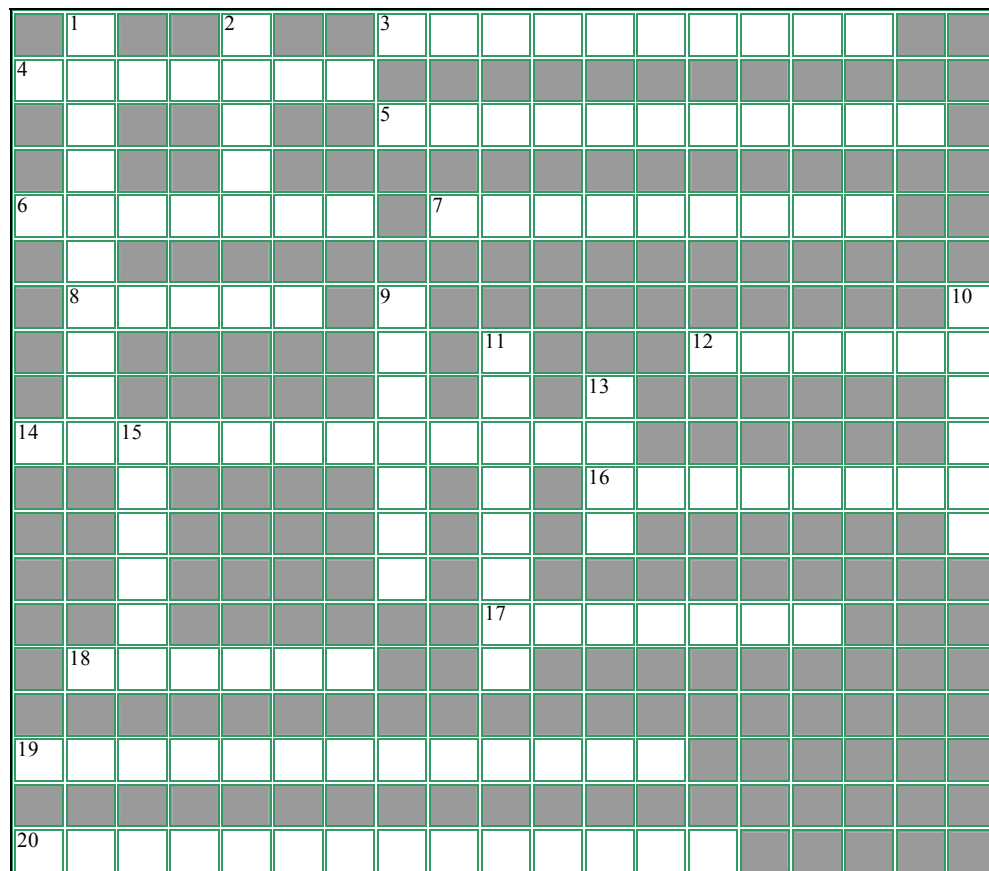
Tickets must be purchased in advance from Ticket Vending Machines located at all stations prior to boarding. Passengers should arrive at their station and purchase tickets at least 30 minutes prior to boarding. Up to 3 children 5 years of age and under can travel for free with a valid fare. No additional discounts (i.e. Senior, ADA, Youth) apply to these already reduced fares. Group Tickets can be ordered via Metrolink, see www.metrolinktrains.com for details. Riders may use Metrolink Monthly Passes and 10-trip tickets for appropriate stations. No refunds will be provided to 10-trip ticket holders. Published fares are based on current weekday fares and may be subject to change at any time.

www.metrolinkweekends.com

For further information contact Metrolink at 1-800-371-LINK(5465)



CWN Crossword Puzzle



ACROSS

3. Second thing you do when meeting someone new
4. What you do at monthly meetings
5. Free for the asking
6. Who's your new president
7. What you see each June
8. Do this when meeting someone new
12. It's a hot one
14. There are three currently available
16. Take one
17. CWN has one
18. Teacher
19. Read it every month
20. Check it out each month

DOWN

1. What you should renew
2. We're a bunch of them
9. Student
10. Bring one along
11. Your motto
13. What you need to do each month
15. Do one for relaxation



County Women's Network Membership/Renewal Application

Date: _____ Employee #: _____ Phone: _____ Mail Code: _____
Name: _____ Title: _____
Department: _____ E-Mail Address: _____
Occupational Unit: _____ Region: ☐ Central ☐ West End ☐ Desert
Mailing Address (for those without e-mail): _____

☐ **New Membership** or ☐ **Renewal** (Due annually by July 1 - Delinquent after September 30.)

TYPE OF MEMBERSHIP: ☐ **Regular (Voting)** County Board-Governed employees, SANBAG, LAFCO, SB County Schools, & the Superior Court of California-County of San Bernardino
☐ **Associate (Non-Voting)** All others supporting CWN's objectives: City employees, private industry, retirees, students, etc.

DUES: Based on annual income. (Check 1 Year or 2 Year option **and** annual income range.)

☐ 1 Year ☐ \$55 (\$50K +) ☐ \$45 (\$40-49,999K) ☐ \$35 (\$30-39,999K) ☐ \$25 (\$29,999K or less)

☐ 2 Year* ☐ \$105 (\$50K +) ☐ \$85 (\$40-49,999K) ☐ \$65 (\$30-39,999K) ☐ \$45 (\$29,999K or less)

Members joining between January 1 and April 30 shall be assessed one-half the annual dues.

**The 2 Year option is only available to those joining or renewing prior to September 30.*

I am interested in serving on the following committee(s): _____
(Scholarship, Programs, Special Projects, Bylaws, Membership, Nomination/Elections, Newsletter)

NEW Members: How did you hear about CWN? (Please check one):

☐ New Employee Orientation ☐ Dept Bulletin Board ☐ Referred by: _____
☐ CWN Website ☐ Other: _____

DISTRIBUTION: Keep a copy of this application for your records

Send original application with payment to: 0029-DCS / CAAHL, **Kimberly Brown** (interoffice) or mail to Kimberly Brown at Department of Children Services / CAAHL, 412 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92415-0029

REIMBURSEMENT OF DUES:

After you receive your CWN receipt of payment, complete an Education Assistance Proposal (EAP). Attach the original payment receipt and a copy of this application to the EAP. Submit paperwork to your Department for approval. Forward to the Auditor/Controller-Accounts Payable. Once approved, you will receive a check from the Auditor/Controller.

FOR CWN USE ONLY

Membership: Date Received: _____ Computer: _____ Receipt Issue: _____
Finance: Date Received: _____ Check/Receipt: _____

For more information, visit our website at <http://countyline/countywomensnetwork> (Intranet)
<http://www/cwn> (Internet) or call **Kimberly Brown, (909) 891-3683**



San Bernardino County Women's Network Mentoring Program

2006/2007 Mentor Application

Please type or print clearly. Complete all sections. Deadline for submission is August 15, 2006

Name: _____ Work Number: _____
Department: _____ Mail Code: _____
Classification: _____ Working Title: _____
Work Address: _____
Supervisor's Name: _____ Phone Number: _____

Areas of Experience (You may attach your resume, if you wish)

What skills, knowledge, and information are you willing/confident to share with a Protégé?

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Budget/Fiscal | <input type="checkbox"/> Organizational Skills | <input type="checkbox"/> Supervisory Skill | <input type="checkbox"/> Setting Priorities |
| <input type="checkbox"/> Defining Goals | <input type="checkbox"/> Management Techniques | <input type="checkbox"/> Career Planning | <input type="checkbox"/> Ethics/Integrity Maintenance |
| <input type="checkbox"/> Office Politics | <input type="checkbox"/> County Structure | <input type="checkbox"/> Goal Setting | <input type="checkbox"/> Writing Procedures |
| <input type="checkbox"/> Communication Skills | <input type="checkbox"/> Negotiations | <input type="checkbox"/> Project Management | <input type="checkbox"/> Coping with Glass Ceiling |
| <input type="checkbox"/> Interview Skills | <input type="checkbox"/> Leadership | <input type="checkbox"/> Other _____ | |

What do you consider most significant in helping you to get where you are today?

Are there any specific employee classifications/positions you are most interested in mentoring?

Do you have any previous experience in mentoring? (Facilitating, teaching, coaching, etc.) ☐ Yes ☐ No

If yes, please describe:

As a mentor, will you commit to meet with your protégés in a Mentoring Circle at least twice a month for an extended lunch, and support/attend Global Meetings? ☐ Yes ☐ No

If no, please define what time commitment you are willing to give to this program.

GENERAL PROGRAM INFORMATION & SIGNATURE AGREEMENT

The Mentoring Program is a 10-month program that requires the participants' (Protégés AND Mentors) attendance at least twice monthly for extended lunchtime meetings (1.5 hrs). In addition to these meetings, the Mentoring Program includes approximately nine "global" meetings that range from 2 to 6 hrs each in length, spread throughout the Program year. The CWN Mentoring Program delivers a tangible value to all of its participants through the establishment of networking contacts, visibility to top management and government officials in the County, and behind-the-scenes information on the County organizational structure. Although the participants may be required to complete additional work outside of the meetings, they are encouraged to do their assignments at home.

Your signature below indicates that you recognize the significant scheduling commitment required, and that you acknowledge the importance of following through with the program if accepted. You further acknowledge the importance of being a positive role model in professional behavior, business etiquette, and personal integrity.

Signature

Date

Thank you in advance for your willingness to contribute your expertise, your knowledge, and most importantly, your time to the improvement of women throughout the County of San Bernardino!

Please see attached **SAMPLE of a CWN Mentoring Program Year.**

***Return this application via interoffice mail by August 15, 2006 to:
Jessie Burr (Ontario – PERC) or Jane Adams (0640 – DAAS)***



San Bernardino County Women's Network Mentoring Program
2006/2007 Protégé Application

Please type or print clearly. Complete all sections. Deadline for submission is August 15, 2006

Personal Information

Name: _____ Work Number: _____

Department: _____ Mail Code: _____

Work Address: _____

Current Job Title: _____

Supervisor's Name: _____ Phone Number: _____

Are you presently a member of the County Women's Network? ☐ Yes ☐ No

Are you a regular status employee? ☐ Yes ☐ No

(You must be a CWN member and a regular status employee of the County be considered for the Mentoring Program.)

Employment History

<u>Employer</u>	<u>Title</u>	<u>Period of Service</u>
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

Education Background

Please indicate highest level completed.

- | | | |
|--|---|---|
| <input type="checkbox"/> High School | <input type="checkbox"/> College or Trade School Degree | <input type="checkbox"/> Some College or Trade School |
| <input type="checkbox"/> Graduate Degree or higher | <input type="checkbox"/> Some Post-Graduate Work | |

Statement of Interest/Commitment

Explain why you want to participate in the Mentoring Program and how you expect to benefit from it. Attach additional sheet if necessary.

Areas of Interest/Need (Please check three (3) areas that represent the highest priority in your mentoring needs)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Budget/Fiscal | <input type="checkbox"/> Organizational Skills | <input type="checkbox"/> Supervisory Skill | <input type="checkbox"/> Setting Priorities |
| <input type="checkbox"/> Defining Goals | <input type="checkbox"/> Management Techniques | <input type="checkbox"/> Career Planning | <input type="checkbox"/> Ethics/Integrity Maintenance |
| <input type="checkbox"/> Office Politics | <input type="checkbox"/> County Structure | <input type="checkbox"/> Goal Setting | <input type="checkbox"/> Writing Procedures |
| <input type="checkbox"/> Communication Skills | <input type="checkbox"/> Negotiations | <input type="checkbox"/> Project Management | <input type="checkbox"/> Coping with Glass Ceiling |
| <input type="checkbox"/> Interview Skills | <input type="checkbox"/> Leadership | <input type="checkbox"/> Other _____ | |

If available, is there a specific employee classification that you would like for a mentor?

Commitment

My signature below acknowledges that, if selected for the County Women's Network Mentoring Program, I agree to make the personal commitment necessary to prepare for and attend all program meetings and to participate fully in all parts of the program. I further acknowledge that the benefit that I gain from this program will be directly impacted by the amount of effort and time that I put in to it.

Signature

Date

THIS SECTION TO BE COMPLETED BY YOUR SUPERVISOR

The Mentoring Program is a 10-month program that requires the participants' (Protégés' AND Mentors') attendance at least twice monthly for extended lunchtime meetings (1.5 hrs). In addition to these meetings, the Mentoring Program approximately nine "global" meetings that range from 2 to 6 hrs each in length, spread throughout the Program year. The CWN Mentoring Program delivers a tangible value to all of its participants through the establishment of networking contacts, visibility to top management and government officials in the County, and behind-the-scenes information on the County organizational structure. Although the participants may be required to complete additional work outside of the meetings, they are encouraged to do their assignments at home.

Your signature below indicates your recognition of the significant scheduling commitment required and acknowledges the importance of supporting the protégé in following through with the program, if accepted.

Applicant is an employee in good standing: ☐ Yes ☐ No

Applicant has attained regular status in current classification: ☐ Yes ☐ No

Signature: _____

Comments: _____

Please see attached SAMPLE of a CWN Mentoring Program Year.

***Return via interoffice mail by August 15, 2006 to:
Jessie Burr (Ontario – PERC) or Jane Adams (0640 – DAAS)***

CWNMP USE ONLY

Date Rec'd _____

Applicant # _____